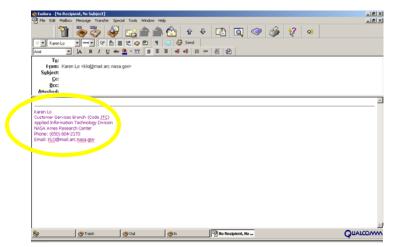
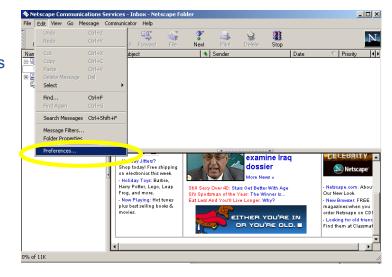
How to Set up "Signature" in your Netscape Email



A **signature** is a few lines of text that are added automatically to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, and so forth). You use only one signature at a time in a message, but you can create as many different signatures as you want.

For Netscape PC window users

 go to "Edit" menu and select
 "Preferences".

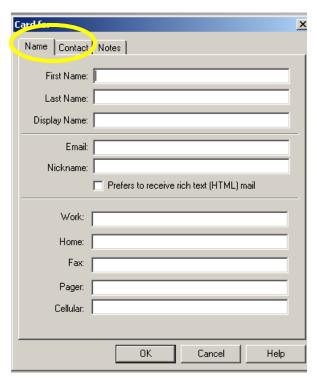


Preferences Category: - Appearance Identity Set your name, email address, and signature file Fonts Colors The information below is needed before you can send mail. If you do not know the information requested, please contact your system administrator or Internet Service Provider. - Mail & Newsgroups Identity Mail Servers Your name Wei Lin Newsgroup Servers Addressing Email address: Messages Wei.A.Lin@nasa.gov Window Settings Copies and Folders Reply-to address(only needed if different from email address): Formatting Wei.A.Lin@nasa.gov Return Receipts Organization: Disk Space JTA ⊕ Roaming Access . ⊞- Offline Attach my personal card to messages (as a vCard) Edit Card.. OΚ Cancel

3) Under "Mail and Newsgroups", select "Identity". This is the place where you can enter in general information such as your name, email address, organization, etc. To enter more specific contact information, create a Card File (vCard).

Creating a Card File (vCard)

1) Select "Edit Card" in the "Preferences" tab.



2) Under the "Name" and "Contact" tab in the "Card File" window, enter in your desired information. When finished, click "OK.

 Check "Always attach my personal card to messages" to attach your address card (vCard) to all outgoing messages.

This Signature will automatically appear in the end of your Outgoing messages.

